



Human Resources

DATE POSTED: October 18, 2005

REQ. # 05-258

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **10-18-2005** TO **10-24-2005**,
but will remain open until filled.

DEPARTMENT/DIVISION
PUBLIC WORKS - CODE COMPLIANCE

POSITION AVAILABLE
ASSISTANT CODE COMPLIANCE MANAGER / DEPUTY BUILDING OFFICIAL

OF OPENINGS
1

STARTING SALARY
\$51,546.14 / year

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 915

PAY GRADE: 25

SALARY: \$51,546.14 - \$80,211.46

ASSISTANT CODE COMPLIANCE MANAGER / DEPUTY BUILDING OFFICIAL

MAJOR FUNCTION: Responsible administrative position assisting the Code Compliance Manager, Building permitting, Plans Examining, Inspections, and Contractor Licensing regulation. Acts as a County Building Official in the absence of the Building Official.

KNOWLEDGE, ABILITIES, AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS: **Knowledge** - Knowledge of the principal and practices of building/permitting enforcement. Knowledge and understanding of the statutory limits/authority governing the operation of the Building Code activities. Familiarity with the requirements of the Florida Building Codes necessary. **Abilities** - Ability to assist in the direction and coordination in the activities of the Division including the maintenance of all Divisional records and gadget needs. Ability to work effectively with employees of the Division, other departments within the County and other agencies in the absence of the code Compliance Manager. Ability to communicate effectively, both written and orally, with the public is essential.

ESSENTIAL JOB FUNCTION: This full time position is required to oversee permitting, inspections, plans examining, assists, organizes, and directs the activities and oversees Contractor Licensing and regulation. Assists in the administration and implementation of the Contractors Licensing Board and various construction licensing Boards. Attends public meetings as directed by the Public Works Director and Code Compliance Manager. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good hand /eye coordination. Very frequent use of good near vision and good hearing, with or without correction. Frequent walking, standing and sitting. Ability to lift occasionally up to 30 lbs. Ability to speak clearly and concisely.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the office in a sedentary posture.

WORK HAZARDS: Possible vision dysfunction due to heavy computer usage.

SAFETY EQUIPMENT USED OR NEEDED: None

EDUCATION: An undergraduate degree in Public Administration or Business Administration. A comparable amount of training and experience may be substituted for the minimum requirements.

EXPERIENCE: A minimum of five (5) years progressively responsible experience in an administrative, general contracting, or construction job superintendent. Must have experience in supervising staff in related area. Professional affiliation or registry is preferred.

LICENSE, CERTIFICATION OR REGISTRATION: A valid Florida driver's license and a good driving record are required. Must have Building Code Administrator License through the Florida DBPR.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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